

Post Title:	Lecturer – Foundation Learning
Team:	Student Services
Line Manager:	Head Of High Needs and Inclusion
Grade:	Unqualified Lecturer 23 -27 £17,247 - £19,393 Qualified Lecturer 28 -36 £19,972 - £25,286
Hours per week:	22.5 Hours
Location	Nuneaton
Job reference:	REQ0000821

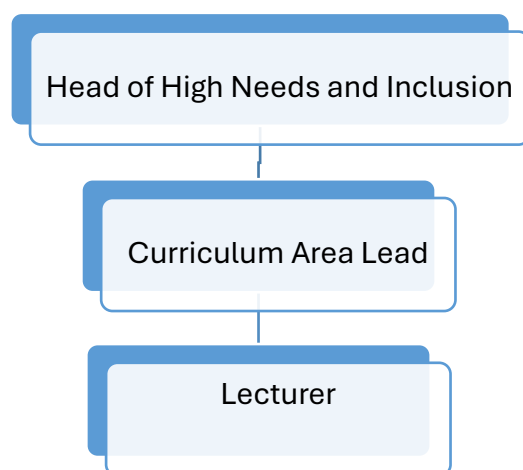
Job Purpose

We are looking to recruit a new member of staff to our Foundation Learning department. The person needs to have a good working knowledge of SEND and EHCPs, with regard to teaching, learning and supporting strategies. The appointed will be required to prepare, teach and assess to groups of 16-19 and 24+ EHCP learners in a range of subjects that will be both classroom based and practical community and work experience.

It is an expectation of the department that all lessons are planned and delivered in line with an appropriate and flexible SOW. We are looking for a flexible team member who can work within a range of RARPA and accredited bespoke programmes and work within the team to develop a fluid and exciting curriculum offer.

You will be expected to deliver highly effective teaching, learning and assessment across allocated courses, programmes and subjects and be a part of a successful team of staff to contribute to the college's expectations of quality.

Organisation Structure



Main Duties and Responsibilities

The postholder will be expected to teach and assess students on Foundation Study Programmes.

Duties will include:

Quality of Education

- Formal scheduled teaching
- Personal development / Progress Reviews and student assessment
- Management of learning programmes and curriculum development
- Preparation of learning materials and student assignments
- Marking of students' work and examinations
- Induction and IA of all new and returning learners.
- Personal professional development
- Management of learning programmes and curriculum development
- Delivery of outstanding teaching sessions
- Management and supervision of student visit programmes
- Liaison with parents, guardians and other stakeholder agencies.
- Educational guidance
- Initial Assessment and subsequent programme planning
- Implementation of innovative programmes
- Delivery of Course Reviews to monitor progress and plan next steps
- Preparation of learning materials and student assignments
- Plan and coordinate work experience for all learners on programme
- Administration and organisational activities
- Personal professional development

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic for level

- Maintain occupational competence and skills through regular CPD opportunities.
- Actively involved in the collaborative approach to cross college working
- Continuation of personal development as agreed at appraisal.
- Engaging actively in the performance review process.
- Addressing and delivering the appraisal targets set by the line manager.
- Effectively communicate with parents if required.
- Taking a proactive approach to Safeguarding requirements and ensuring that there is total compliance with its requirements to safeguard and protect the welfare of staff and students.
- Leading by example in playing an active and full part in the life of the college community, to support and promote its distinctive aim and ethos and to encourage staff and students to follow this example.
- Actively involved, promoting and developing the College's corporate policies.
- Taking responsibility for the Health and Safety and undertaking risk assessments as appropriate.
- Promoting and practising Equality of Opportunity and challenging to prevent prejudice.
- Identify good practice, areas for development and strategies for sharing and support.
- Ensure all information required by the managers is produced accurately, timely and efficiently.
- Maintaining up-to-date knowledge of the NWSLC portfolio, entry requirements and developments affecting pre-16, post 16 and higher education

- To have a positive attitude, be adaptable and pro-active and work as part of a team
- Must demonstrate flexibility in responding to changing demands in departmental or the wider organisation's priorities.

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Contacts

Internally:

- Students aged 16 -18
- Students 19+
- Students aged 14-16
- Curriculum Directors
- CAL's
- Quality Team
- Progress Coaches
- Learning support

Externally:

- Parents and Carers
- Awarding Bodies
- Competition organisers
- Schools and other providers
- Employers

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children, and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Signature: Nathan Nealon	Date: 17/06/2024

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
QTS/QTLS or Level 5 teaching qualification, i.e. Cert. Ed. or equivalent or be prepared to gain this within 2 years of appointment	E	A, B
Literacy and Numeracy qualifications to at least Level 2 / equivalent	E	A
Experience of collaboration with industry and/or educational organisations/establishments, including competition work	D	A, B
Experience of teaching across a broad range of learner abilities and backgrounds	E	A, B
Competent in the use of a range of IT applications, in particular all Microsoft Office.	E	A, B
The willingness and ability to work unsupervised, as a member of a Course Team and take an active role in the work of the Directorate and the College	E	A, B
A willingness to undertake personal and professional development appropriate to the needs of the Directorate and the College	E	A, B
Learner focused and able to motivate young people and understand the needs of all	E	A, B
An understanding of 'safeguarding' and its importance within the College.	E	A, B
An understanding of Equal Opportunities and its importance at the College.	E	A, B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.